

## McMahon, Joe

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**From:** Nabico, Tania  
**Sent:** January 12, 2021 03:53 PM  
**To:** McMahon, Joe  
**Cc:** Leveille, Kristen; Gravelle, Chantal  
**Subject:** RE: New Position Numbers

Good afternoon Joe and thank you for your patience.

I have received confirmation that for the positions you are requesting, we are able to assist you regionally in having the 3 positions created. It appears based on the information you did provide, Kristen pulled data for your org units and the report shows you have 14 'allowable' positions at this group and level/title before we need to go to classification. Currently. There are 8 positions used so Kristen can create up to 6 in org unit 10026151 without classification.

If you are interested in proceeding, if you can have the HRAR's created and sent to the recruitment mailbox addressed to the attention of Kristen, she can pick up this action and have the positions created and let you know once they are ready.

I am also ccing your HR Advisor in case you need any assistance in staffing said positions.

Thanks,

Tania Nabico

**From:** McMahon, Joe <Joe.McMahon@cbsa-asfc.gc.ca>  
**Sent:** January 8, 2021 6:28 PM  
**To:** Nabico, Tania <Tania.Nabico@cbsa-asfc.gc.ca>  
**Subject:** Re: New Position Numbers

Excellent thank you

Sent from my iPhone

On Jan 8, 2021, at 3:50 PM, Nabico, Tania <[Tania.Nabico@cbsa-asfc.gc.ca](mailto:Tania.Nabico@cbsa-asfc.gc.ca)> wrote:

Hi Joe:

Our staffing team cant create positions but I am having someone on my team send me what classification does in fact require so I ensure I have that information to send you.

Thanks,

Tania Nabico

**From:** McMahon, Joe <[Joe.McMahon@cbsa-asfc.gc.ca](mailto:Joe.McMahon@cbsa-asfc.gc.ca)>  
**Sent:** January 8, 2021 11:45 AM

**To:** Nabico, Tania <[Tania.Nabico@cbsa-asfc.gc.ca](mailto:Tania.Nabico@cbsa-asfc.gc.ca)>

**Subject:** New Position Numbers

Apologies in advance Tania as you may have to re-direct this message.

I have been given the authorization from the RDG to proceed with adding three English essential Superintendent position numbers to my Org Chart. How would I go about getting this done? Do we start with a HRAR and go from there?

Thanks

Joe McMahon

Director – Ambassador Bridge | Operations Branch

Canada Border Services Agency | Government of Canada

[joe.mcmahon@cbsa-asfc.gc.ca](mailto:joe.mcmahon@cbsa-asfc.gc.ca) | Tel.: 519-257-6491 | TTY: 866-335-3237

Directeur – pont Ambassador | Direction générale des opérations

Agence des services frontaliers du Canada | Gouvernement du Canada

[joe.mcmahon@cbsa-asfc.gc.ca](mailto:joe.mcmahon@cbsa-asfc.gc.ca) | Tél.: 519-257-6491 | ATS: 866-335-3237

## McMahon, Joe

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**From:** Minovski, Lence  
**Sent:** January 13, 2021 12:34 PM  
**To:** CBSA-ASFC\_SOR Recruitment  
**Cc:** McMahon, Joe; Nabico, Tania  
**Subject:** HRAR for FB05 Position Creations  
**Attachments:** HRAR FB05 Position Creations .pdf

Hello:

Attached is the HRAR to create 3 FB05 Superintendent positions for the Ambassador Bridge District.

Lence Minovski  
A/Administrative Officer  
Ambassador Bridge Operations – Opérations au pont Ambassadeur  
Southern Ontario Region / Région Sud de l'Ontario  
Canada Border Services Agency – Agence des services frontalières du Canada  
780 Huron Church Road, Windsor, ON, N9C 2K2  
[Lence.Minovski@cbsa-asfc.gc.ca](mailto:Lence.Minovski@cbsa-asfc.gc.ca)  
Telephone – Téléphone 519-257-6411  
Fax – Télécopieur -519-257-7844  
Telephone – Télérprimeur 1-866—355—3237  
Government of Canada / Government du Canada

## HR ACTION REQUEST FORM

For additional information please refer to <https://cbsawikiasfc/>

Date Completed

2021-01-13

Date Received in HR

### 1. Position Information

Branch / Region <b>Southern Ontario</b>		Directorate / Division <b>Ambassador Bridge</b>	
Work Location <b>AMB Travellers Operation</b>	Organizational Unit <b>10026151</b>	Cost Center <b>3981-210-00</b>	
Existing Position No. (if applicable)	Classified Group <b>FB</b> Sub-Group _____ Level <b>5</b>	Job Number <b>20006250</b>	
Job Title <b>Customs Superintendent</b>		Supervisor Position Number	
Current Language Requirement <input type="checkbox"/> Bilingual Reading <input type="checkbox"/> Writing <input type="checkbox"/> Oral <input type="checkbox"/> <input checked="" type="checkbox"/> English Essential <input type="checkbox"/> French Essential <input type="checkbox"/> English or French		Communication Requirements Service to the Public _____ Personal Services _____ Central Services _____ Supervisory Function _____ Grievance Process _____	
Current Security Requirement <b>Reliability Status</b>		Current Tenure of Position <b>Permanent</b>	
Current Arming Designation as identified in CAS (if applicable)			

### 2. Classification Action (Complete if requesting a classification action)

Required Documentation	Current Organizational Chart	Current Work Description
Nature of Request (check appropriate box) <input type="checkbox"/> Organizational Design <input type="checkbox"/> Classification Review <input type="checkbox"/> Work Description (job) _____ <input checked="" type="checkbox"/> Position <b>Create a new position</b> Effective date of change / new position <b>2021-01-18</b>		
New Organizational Unit <b>10026151</b>	New Cost Center <b>3981-210-00</b>	Position Number of New Supervisor <b>30183878</b>
Proposed New Security Requirement <b>Secret</b>		Proposed New Arming Designation (if applicable)
Proposed New Language Requirements (only if changing linguistic profile or if creating a new position) <input type="checkbox"/> Bilingual Reading <input type="checkbox"/> Writing <input type="checkbox"/> Oral <input type="checkbox"/> <input checked="" type="checkbox"/> English Essential <input type="checkbox"/> French Essential <input type="checkbox"/> English or French		Communication Requirements Service to the Public _____ Personal Services _____ Central Services _____ Supervisory Function _____ Grievance Process _____
Geographic Location (city and province) <b>Windsor, Ontario</b>		
Additional Information <b>Request for the creation of (3) Customs Superintendent positions at Ambassador Bridge Travellers Operation.</b>		

### Authorization for Classification Action

Joe McMahon

Signature of Manager requesting classification action  
(must have minimum MLA Financial Authority)

2021-01-13

Date

Signature of Classification Advisor

Date

### 3. Staffing Request

Prior to initiating this staffing action, you must confirm with the appropriate delegated authority that funds will be available for this staffing action.

Nature of Request (*check appropriate box*)

☐ Launching an advertised process. Check all that apply.  
 (if selected, skip to section entitled "Authorization for Staffing Action")

☐ Deployment ☐ Acting ☐ Assignment ☐ Secondment ☐ Indeterminate ☐ Term

☐ Staffing through a non-advertised process according to the non-advertised policy on the HR wiki page

☐ Staffing from an existing process

Staffing selection process number (N/A if student bridging)

☐ Extension (Specify Staffing Process Number)

### 4. Employment Information

Type of Staffing Action (select applicable action(s))

☐ Temporary

☐ Permanent

☐ Other

Effective-Date of Employment

End-Date of Employment

If an extension, specify original effective-date

Union Representation

Relocation

In an acting appointment, if an exemption applies to meeting the language profile of a position, specify the type of acting and please attach form BSF713.

☐ Acting appointment < 4 months to an encumbered bilingual position

☐ Acting appointment < 4 months to a vacant bilingual position when the position cannot be filled by an appointment of a person who meets the language profile

☐ Acting appointment ≥ 4 months ≤ 12 months to an encumbered bilingual position which cannot be filled by an appointment of a person who meets the language profile

☐ Acting appointment ≥ 4 months ≤ 18 months to an encumbered bilingual position where the substantive holder is on language training and when the position cannot be filled by an appointment of a person who meets the language profile

If you are using a non-imperative appointment or a non-imperative deployment, have you consulted with the Corporate Official Languages Program?

If you are using a non-imperative appointment, please attach form BSF710.

Conditions of Employment

Does the candidate meet all the conditions of employment?

Describe how this staffing action is linked to your HR Plan and Strategy.

If membership in an Employment Equity (EE) group(s) formed part of the decision to hire the person, identify the applicable EE group(s)

☐ Visible Minority

☐ Aboriginal Person

☐ Person with a Disability

☐ Woman

Type of Schedule		
Days of Work		
Hours of Work (select appropriate option) <input checked="" type="checkbox"/> Shift Work <input type="checkbox"/> Number of hours per week: _____		
If seasonal, indicate the annual start-date and end-date or indicate the length of the season <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>_____ Start-Date (mm/dd)</span> <span>_____ End-Date (mm/dd)</span> <span>_____ Length of the Season (e.g. 3 months)</span> </div>		
If this is an Assignment, a Secondment or through Interchange Canada, indicate contact information of the sub-delegated manager in the candidate's HOME organization in order to accelerate the process.		
Name	Phone Number	
E-mail Address		
Mailing Address		
<b>5. Candidate Information</b>		
Name	Phone Number	Language of Correspondance
What is the candidate's current status with the federal government? (Select all that apply)		
<input type="checkbox"/> CBSA employee <input type="checkbox"/> Other Government Department, specify _____ <input type="checkbox"/> Indeterminate <input type="checkbox"/> Term <input type="checkbox"/> Part-Time Worker <input type="checkbox"/> Casual <input type="checkbox"/> Student <input type="checkbox"/> N/A (from the Private Sector)		
E-mail Address		
Mailing Address		Phone Number (primary)
		Phone Number (secondary)
If an existing Public Servant, complete the following		
PRI	Current Home Department	Current Position Number if a CBSA employee
		Current Substantive Group      Sub-Group      Level
Name and contact information of Compensation Advisor at HOME Department/Agency		
<b>Authorization for Staffing Action</b>		
Name of Hiring Manager		Date
Title of Hiring Manager		Date
Name of Manager with Sub-Delegated Staffing Authority		Date
Title of Manager with Sub-Delegated Staffing Authority		Date
<input checked="" type="checkbox"/> I confirm that this staffing action, in combination with all other staffing actions currently in process, and current staffing levels, is within the salary budget and FTE cap under my authority.		
<b>6. Comments</b>		
<p>Lence Minovski 519-257-6411</p>		

## McMahon, Joe

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**From:** Leveille, Kristen  
**Sent:** January 15, 2021 01:14 PM  
**To:** McMahon, Joe  
**Cc:** Minovski, Lence; Nabico, Tania  
**Subject:** RE: HRAR for FB05 Position Creations

The following position numbers have been created:

30377788  
30377789  
30377790

English – Non Excluded  
Belongs to 3981-210-00, Org Unit 10026151  
Reports to 30183878

**From:** Minovski, Lence <Lence.Minovski@cbsa-asfc.gc.ca>  
**Sent:** January 13, 2021 12:34 PM  
**To:** CBSA-ASFC\_SOR Recruitment <M3981064AAG@cbsa-asfc.gc.ca>  
**Cc:** McMahon, Joe <Joe.McMahon@cbsa-asfc.gc.ca>; Nabico, Tania <Tania.Nabico@cbsa-asfc.gc.ca>  
**Subject:** HRAR for FB05 Position Creations

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Attached is the HRAR to create 3 FB05 Superintendent positions for the Ambassador Bridge District.

Lence Minovski  
A/Administrative Officer  
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Canada Border Services Agency – Agence des services frontaux du Canada  
780 Huron Church Road, Windsor, ON, N9C 2K2  
[Lence.Minovski@cbsa-asfc.gc.ca](mailto:Lence.Minovski@cbsa-asfc.gc.ca)  
Telephone – Téléphone 519-257-6411  
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Government of Canada / Government du Canada